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SECURITY INFORMATION

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## CENTRAL INTELLIGENCE AGENCY REGULATION

5 November 1951

## 1. PERSONNEL POLICIES

## A. General

- (1) It is the policy of the Central Intelligence Agency to develop and maintain an effective and efficient staff of employees and to develop and maintain the most satisfactory relationships between employees and Agency management. The head of each Office and the Personnel Office within their respective areas of responsibility, will take such steps, consistent with law, as are necessary to assure that these policies are made effective. This includes responsibility on the part of the [Assistant Director (Personnel)] to assist the Offices in developing and carrying out sound and adequate personnel programs.
- (2) Although the Agency is exempt from the provisions of the Classification Act of 1949, the Agency shall adhere to the provisions of this Act insofar as possible. Basic classification principles and compensation schedules will be followed in order to assure that employees receive equality of compensation for work performance.
- (3) Employees with veterans' preference and/or with Civil Service status shall be accorded all rights and privileges granted them under existing laws and regulations, subject to authority granted the Director of Central Intelligence under the National Security Act of 1947 and such special agreements as may conflict with such rights and privileges.
- (4) The most competent persons shall be recruited, selected, and promoted, on the basis of merit for positions at all levels. There shall be no discrimination regarding personnel because of favoritism, marital status, sex, race, color, religion, or external pressure.

## B. Procurement Contacts

- (1) CIA officials may not discuss employment possibilities with an employee of another U. S. Government Agency or an employee of the Congress, unless:
  - (a) The applicant presents a written statement, signed by an authorized official of his Agency, granting the employee permission to seek employment elsewhere. Any doubt as to the authenticity of the statement shall be referred to the Personnel Office of the Agency concerned for clarification.
  - (b) An Office head or his authorized representative has obtained, either directly or through the CIA Personnel Office, permission from the Personnel Office of the other agency to discuss employment possibilities with an employee of that agency.

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- (c) Actual employment or salary commitments are not made, except on the part of a CIA official who has been delegated authority to make such commitments. In no case will a salary commitment be made by any CIA official in excess of the current salary of the prospective employee in the agency by which currently employed.
- (2) To avoid any possibility or implication of proselyting on the part of CIA, the instructions contained in B (1), above, will be literally interpreted and strictly adhered to in every case, regardless of the circumstances.
- (3) Authorization will be obtained from the Office head of the office currently employing a CIA employee prior to discussing with such employee a prospective position in another CIA Office.
- (4) The following policies apply in connection with the contact of officers of the armed forces, for purposes of civilian employment.
  - (a) Regular Officers
    - (1) It is the policy of this Agency not to sponsor Regular Officers of the armed services in resigning commissions for the purpose of obtaining civilian employment in CIA. Where the general welfare of the Government is affected, exceptions to this rule may be made upon specific approval by the Director.
  - (b) Reserve Officers
    - (1) Individual requests for separation prior to expiration of military service commitments for the purposes of accepting civilian employment in CIA will not be sponsored by officials or offices of CIA.
    - (2) An officer eligible for separation from the military service for reasons not related to civilian employment within this Agency, such as completion of obligated service, may be considered for employment on the same basis as other non-military personnel.
  - (c) If extreme operational necessity, cover considerations, or other pertinent factors indicate that an exception to this policy would be in the best interests of the Agency and/or the Department of Defense, individual requests and justifications may be submitted through appropriate channels for the action of the Director.
  - (d) Retired Officers
    - (1) Prior approval of the Director is required before CIA officials may discuss employment possibilities with commissioned or warrant officers of the armed services who have retired, or are contemplating retirement, and whose employment by

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the Agency is subject to the provisions of P.L. 53, 82nd Congress, 1st Session. This law, taken in context with related legislation, provides in general for the employment of not more than fifteen officers or warrant officers who, because of the nature of their retirement, would not otherwise be eligible for civilian employment. Restrictions on the employment of such retired officers, in general, apply to those officers who have been retired for any reasons other than disability incurred in combat. Regardless of recruitment source, as soon as it is determined or it is probable that the potential employment of a particular retired officer would be subject to the provisions of P.L. 53, or any question exists as to the application or interpretation of the provisions of existing legislation concerning the employment of retired officers, a request for consideration for employment of such officer will be submitted through the appropriate Personnel Division to the Assistant Director (Personnel), who is responsible for maintaining adequate controls over employees in this category and preparing appropriate requests to the Director for his consideration.

(e) Statement of Eligibility for Release

In lieu of the statement of availability required of civilian government applicants, an officer under consideration for employment under this Regulation must submit a written personal statement citing the Public Law or Service Regulation under which he has eligibility for release./

- (5) CIA officials may discuss with prospective applicants, other than as indicated in B (1) and (4), above, the possibility of employment by CIA, provided that such discussions do not involve specific salary levels or commitments for actual employment by CIA, unless the official concerned has the delegated authority to make commitments.
- (6) Each contact or discussion with any individual which involves his possible employment by CIA and which is not handled by officials of the Personnel Office will be immediately reported to the Assistant Director (Personnel) with a brief statement of the circumstances.

C. Appointment

- (1) Positions shall be filled by direct recruitment rather than by certification from the Civil Service Commission.
- (2) An individual without prior U. S. Government service shall be carried in a trial period status for the first full year of his employment. Service in the personnel pool for provisionally cleared personnel shall not be credited toward the trial period.
- (3) An individual with prior U. S. Government service who has served under war service or excepted appointment shall be required to serve the first six months in a trial period status.

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- (4) During the trial period, the employee shall receive special attention and instruction to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner.
- (5) An individual with Civil Service status shall be appointed by transfer or reinstatement without time limitation or trial period.
- (6) All appointments and assignments are subject to the prior security approval of the Inspection and Security Office.

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D. Promotion

- (1) Promotions shall be governed by the needs of the Agency and by the performance of the individual.
- (2) Every effort shall be made to fill newly created or vacant positions by promotion from within the Agency before external recruitment is undertaken. Each Office shall assist in devising and making known to its employees practical programs for assignments and promotions in order to take full advantage of their accomplishments and capabilities. These plans will be coordinated with the career management program of the Training Office.

E. Obtaining Civil Service Status

Under certain conditions it is possible for an employee to obtain permanent Civil Service status while serving with this Agency. Each case is handled on an individual basis.

F. Employee Organizations

An employee shall have the right to join, or refrain from joining, lawful employee organizations, except when an employee's membership in such an organization would conflict with the interests and requirements of his duties in the Agency.

G. Employee Loyalty

Employees shall be protected from unfounded accusations of disloyalty through an established Loyalty Review Board.

H. Separation

- (1) If after the trial period the level of performance of an appointee is deemed inadequate, he shall be reassigned to a position of lower grade or separated from the Agency. Continued employment after the trial period is conditioned upon continued satisfactory performance.

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- (2) The Director of Central Intelligence may summarily terminate the employment of any officer or employee of the Agency whenever he shall deem such action necessary or advisable in the interests of the United States under the provisions of the National Security Act of 1947.

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I. Inquiries Regarding Personnel or Personnel Matters

- (1) All inquiries regarding personnel or personnel matters, either written or verbal, from the White House, Members of Congress, or committees of national political parties received by an employee or Office of this Agency shall be referred to the General Counsel for action and reply.
- (2) Action on all other inquiries regarding personnel or personnel matters will be taken by the Personnel Director.

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J. Outside Employment

Employees must obtain Agency approval before accepting outside positions in addition to their responsibilities with the Agency.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Director / Effective: 5 June 1952  
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